My Biz Self Service

Updating Technician Training

Updating Your Training Recording in DCPDS

- You can now update your Technician Training record in the Defense Civilian Personnel Data System under "My Biz".

- Follow these slides.

- When you are finished, send a copy of your Certification of Completion to HRO, ATTN: Dottie Clark

Go to this website:

https://compo.dcpds.cpms.osd.mil/

Windows Internet Explorer

DOD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided
for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the
following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes
including, but not limited to, penetration testing, COMSEC monitoring, network
operations and defense, personnel misconduct (PM), law enforcement (LE), and
counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine
monitoring, interception, and search, and may be disclosed or used for any USG-
authorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect
USG interests--not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI
investigative searching or monitoring of the content of privileged communications, or
work product, related to personal representation or services by attorneys,
psychotherapists, or clergy, and their assistants. Such communications and work product
are private and confidential. See User Agreement for details.

OK

https://compo.dcpds.cpms.osd.mil/

Login : DCPDS Portal

DCPDS PORTAL

MyBIZ
SELF SERVICE HR
MY PERSONAL INFORMATION

MyWORKPLACE
SELF SERVICE HR
MY PERSONAL INFORMATION

Click

News and Information
Last updated October 31, 2010 18:00 CDT

Announcing DoD's New DCPDS Portal - with a "News and Information" section for employees (My Biz), managers (My Workplace) and HR Professional users!

Self Service Users

My Biz, Employment Verification (EV), available on Oct 31, 2010, allows you to email employment and/or salary information to an external organization or person directly from DCPDS. Select EV for more info!

(Please note: The use of "The Work Number" to verify employment and salary information is still available through the established process.)

HR Professional Users

Smart Card Access 🔒   He[__] orting Problems

Returning Smart Card user? Login and select your non-email certificate when asked to choose a digital certificate.   [Login]

First time Smart Card user or need to **make name changes**? Register before logging in.   [Register]

Authorized Non-CAC Login
Returning Non-CAC user? Use the username and password fields below to login.

Portal Username: [_____]

Portal Password: [_____]

[Login]

First time Non-CAC user? Before using the DCPDS system, you must first register.   [Register]

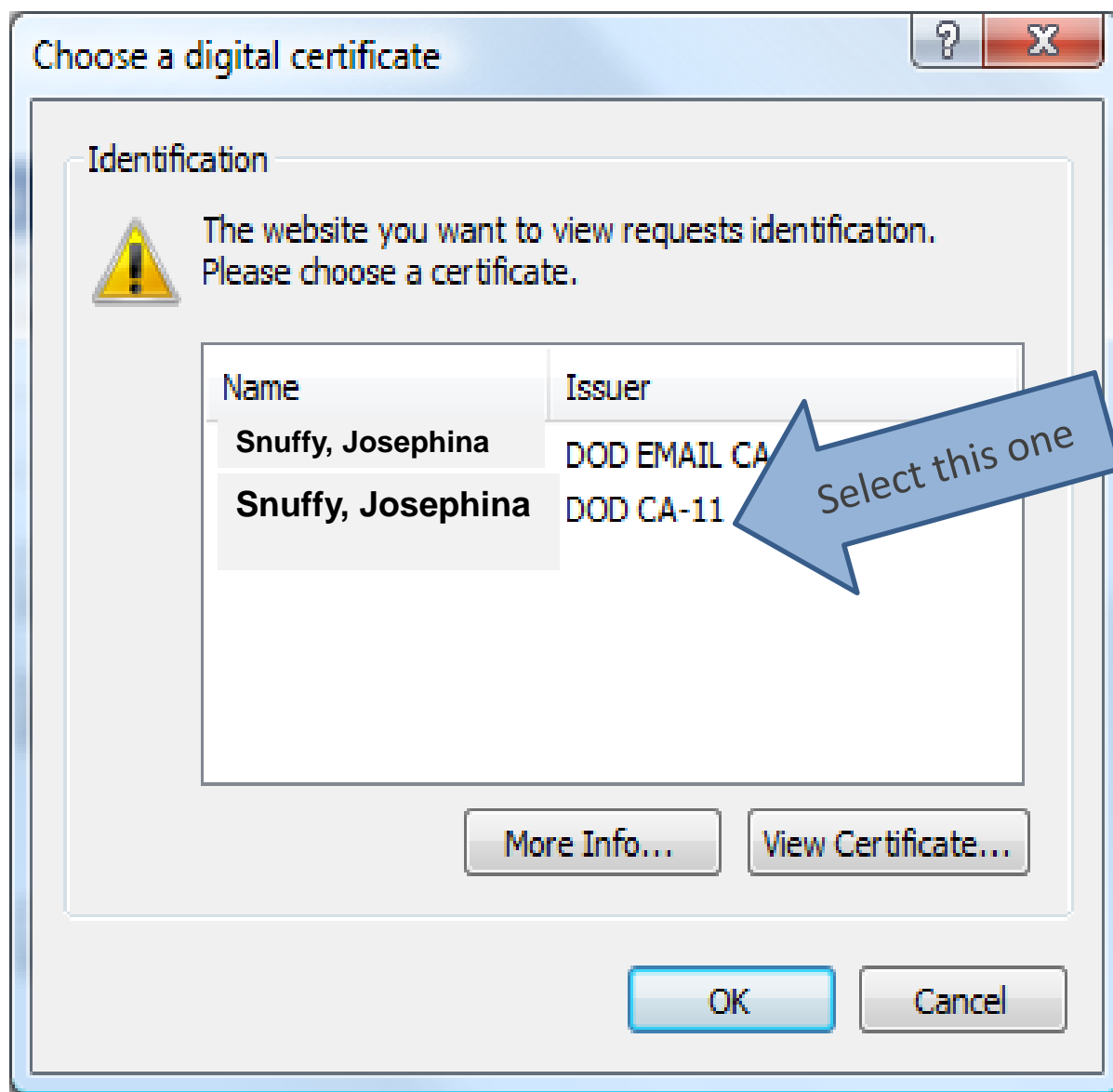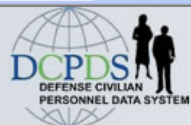**Password problems?** You may go here if you have configured your account for automatic password resets.   [Reset]

 ersonal data concerns in "MyBiz", contact your Servicing Human Resources Office.

For technical problems with the application, select the **Contact List** for your organization's computer support Help Desk.

CPMS Contact Information
Department of Defense
Civilian Personnel Management Service
HR Business Information Technology
Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
Email: hr-bits@cpms.osd.mil

Choose a digital certificate

Identification

⚠️ The website you want to view requests identification. Please choose a certificate.

Name	Issuer
Snuffy, Josephina	DOD EMAIL CA
Snuffy, Josephina	DOD CA-11

Select this one

More Info...   View Certificate...

OK   Cancel

https://compop.dcpds.cpms.osd.mil/portal/page/portal/DCPDSPORTAL

Live Search

DCPDSPORTAL

Page ▼   Tools ▼

DCPDS Portal

My Application/Database   Add Additional Application/Databases

Accessing Your Database

Region Association

To access an HR/MyBiz/MyWorkplace database, select the appropriate link below

NGB region

To protect your personal information, 'log out' of your DCPDS Portal session by selecting the 'Portal Logout' button.

Logout

Done   Trusted sites | Protected Mode: Off   100% ▼

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&homePage=Y&OAPB=FWK_HOME

Live Search

Oracle Applications Home Page

🏠 ▼ 🔊 ▼ 🖨 ▼ 📄 Page ▼ ⚙ Tools ▼

Department of Defense

Navigator

📁 911 NGB KSHRO00001
📁 911 NGB NVHRO00001
📁 HR-TRNG KSH~~~~~~~~
📁 My Biz
📁 PER KSHRO0~~~
📁 RPT KSHRO000~

Please select a responsibility.

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

Favorites

Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information Click here

New Update Your Completed Training Via Self Service

Common Access Card (CAC) Login Information

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

🔲 Enter and Maintain
🏢 CPMS Homepage
🏢 TSP Homepage
🏢 OPM Homepage
🏢 MyPay
🏢 USA Jobs
🏢 OPM Health Benefits Homepage
🏢 OPM Life Insurance Homepage
🏢 OPM Retirement Homepage
🏢 Federal Long Term Care Insurance Program
🏢 Flexible Spending Account
🏢 Federal Employees Dental and Vision Insurance Program
🏢 SF182

✓ Trusted sites | Protected Mode: Off   🔍 100% ▼

Department of Defense

ICE MyBiz   ICE PAA V3   Logout   Preferences   Oracle Help

Navigator

- 911 NGB KSHRO00001
- 911 NGB NVHRO00001
- HR-TRNG KSHRO00001T
- **My Biz**
- PER KSHRO00018
- RPT KSHRO00018

My Biz
- My Information
- Update My Information
- Performance Appraisal Application (PAA)

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

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Update Your Completed Training Via Self Service

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- Enter and Maintain
- CPMS Homepage
- TSP Homepage
- OPM Homepage
- MyPay
- USA Jobs
- OPM Health Benefits Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- Federal Long Term Care Insurance Program
- Flexible Spending Account
- Federal Employees Dental and Vision Insurance Program
- SF182

ICE MyBiz | ICE PAA V3 | Logout | Preferences | Oracle Help

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/RF.jsp?function_id=1021533&resp_id=55644&resp_appl_id=8301&security_group_id=0&lang_code=US&p   Live Search

Privacy Act Statement   🏠 ▼ 🔊 ▼ 🖶 ▼ 📄 Page ▼ 🛠 Tools ▼

Department of Defense

Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

Authorities: 5 USC 301; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, [...]5, 61, 63, 72, 75, 83, and 99; 5 USC 7201; 10 USC 136; 29 CFR 1614.601; and E.O.9397.

Principal Purposes: To allow civilian employees in the Department of Defense [...]D) to update personal information.

Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning [...]OSD's compilation of systems of records notices apply to this system.

Disclosure: Voluntary. However, failure to provide or update your information m[...]equire manual HR processing or the absence of some information.

(ACCEPT)   (DECLINE)

Done   ✓ Trusted sites | Protected Mode: Off   🔍 100% ▼

Department of Defense

ICE MyBiz   ICE PAA V3   Home   Logout   Preferences   Oracle Help

Clark, Dorothy Gail

GENERAL INFO: The information is current as of today's date.

Organization   JOINT FORCE HQ - KS NGARW8A1AA 01
N0267000.HUMAN RESOURCES SPECIALIST
(HRD).311240.NGAR.TECH

Snuffy, Josephina
Josephina.X.Snuffy@us.army.mil

Job Title   **Human Resources Management (0201)**
Grade/Pay Band   **GS-11**

Step or Rate   **05**
Office Symbol

View Emergency Contact Information

| Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance | Personnel Actions |

Information displayed in this section is based Personal anges to either the Position, Organization, Location, Grade, Job or Assignment Status.

⊖ Previous   1-1   ▼   Next 1 ⊛

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
▶Show	08-Jun-2008	Human Resources Management (0201)	GS-11	05

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No results found.							

| Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance | Personnel Actions |

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help

OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/selfservice/mybiz/webui/CivMyInfoPrivacyPG&_ti=649394749&I

Live Search

...nform...

Page | Tools

ICE MyBiz   ICE PAA V3   Home   Logout   Preferences   Oracle Help

...ay's date.

JOINT FORCE HQ - KS NGARW8A1AA 01
N0267000.HUMAN RESOURCES SPECIALIST
(HRD).311240.NGAR.TECH
63,930.00 USD

Josephina.X.Snuffy@us.army.mil

Job Title **Human Resources Management (0201)**
Grade/Pay Band **GS-11**

Step or Rate **05**
Office Symbol

View Emergency Contact Information

...lary   Benefits   Awards and Bonuses   Performance   Personnel Actions

...mation through today's date.

◎ Previous | 1-1 ▾ | Next 1 ◎

Start Date	End Date

View/Make Education Changes

View/Make Training Changes

End Date	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency

...lary   Benefits   Awards and Bonuses   Performance   Personnel Actions

Employee

Employee Name **Snuffy,.Josephina**
Work Email Address **Josephina.XSnuffy@us.army.mil**

| Profile | Handicap | Language | Ethnicity and Race | Emergency Contact | Education | **Training** |

This section displays/captures your training courses that have been satisfactorily completed, to include Professional Military Education (PME). Entries you add t[...]
Resources (HR) may request you provide documentation for verification purposes.

Training from Defense Acquisition University (DAU) and some other sources are systematically updated. Please wait at least **one month** after training completion[...]
Tips:

Training entries can be 'Added' or 'Deleted'. To correct a Self Certified entry, delete and 'Add' the course data. **Training not marked as 'Self Certifie**
office.

Continued Service A[gr]eements or Service Obligations are recorded when an employee agrees to a service period(s) of time with an agency in return for
your training relate[d s]ervice Obligation/Continued Service Agreement; go to MyBiz, My Information, Personal Tab, Service Obligation.

Select the 'Add' bu[tton t]o add new training information.
To 'Delete' self ce[rtify tr]aining information, **first select the training entry** and then select the DELETE button.

Training Information

Select Object: [Delete] | [Add]

Select	Details	Trng Update Source	Trng Course Title	Tr[...]
○	▶Show	Verified	PERFORMANCE MANAGEMENT AND PAA TRAIN THE TRAINER	15
○	▶Show	Verified	CLG 001 (DAU) DOD GOVERNMENT PURCHASE CARD	19
○	▶Show	Verified	US CONSTITUTION DAY	03
○	▶Show	Verified	ACCESS CARE CONVERSION	04
○	▶Show	Verified	NGRMFL-101 FISCAL	26
○	▶Show	Verified	ATRRS PORTAL TRAINING	19
○	▶Show	Verified	COMPUTER USERS SECURITY COURSE	11
○	▶Show	Verified	ARMY G3 COMPUTER SECURITY TRAINING	20
○	▶Show	Verified	THUMB DRIVE AWARENESS VITURAL TRAINING COURSE	20
○	▶Show	Verified	DCPDS FUNCTIONNAL TRAINING FOR HRDS	18

Select Object: [Delete] | [Add]

☑ TIP   To Print a Training Brief, select the button below

Tip: A training addition will not be added if the 'Training Start Date' and the 'Course Title' are an exact match to a course already displaye

Employee

Employee Name
Work Email Address

Snuffy, Josephina
Josephina.X.Snuffy@us.army.mil

Training Information

Training will be documented on a SF 182, Authorization, Agreement a_____ SF 182 is not available.
OPM website go to https://www.opm.gov/forms/pdf_fill/SF182.pdf. **Tip**

Start filling in the fields.
Use the drop down menus if you need help.

✱ Indicates required field

✱ Course Title   **Basic Supervisor Training**   ⓘ
✱ Training Start Date   **03-Nov-2009**   📅 ⓘ   ✱ Training End Date   **05-Nov-2009**   📅 ⓘ

Training Details

✱ Training Duty Hours   **24**   ⓘ   ✱ Training Non-Duty Hours   **0**   ⓘ

Acquisition School Source   [_____] 🖊 ⓘ

✱ Training Sub Type   **Human Resources**   ▼ ⓘ
✱ Training Source   **Government Internal (National Guard)**   ▼ ⓘ
✱ Agency Type Code   **AR-NV-Supervisory Training**   🖊 ⓘ
✱ Training Delivery Type   **Conference/workshop (Meeting, symposium)**   ▼ ⓘ
✱ Priority Indicator   **Critical/Mandated**   ▼ ⓘ
✱ Decision Source   **Identified by Supervisor/Management - New requirement**   ▼
✱ Training Purpose Type   **New Work Assignment**   ▼ ⓘ

Training Cost Details

✱ Training Travel Indicator   **No**   ▼ ⓘ
✱ Tuition and Fees $ **00**   ⓘ   ✱ Books & Material Costs $ **00**   ⓘ
✱ Travel $ **00**   ⓘ   ✱ Per Diem $ **00**   ⓘ

Other Details

Course Number Code   [_____] ⓘ   ✱ Training Accreditation Indicator   [____] ▼
✱ Training Credit   **00**   ⓘ   ✱ Training Credit Type   **Not Applicable**
Training Designation Type   [_____] ▼ ⓘ   Training Update Source   **Self Certified**

ICE MyBiz   ICE PAA V3   Home   Logout   Preferences

*** ELECTRONIC SIGNATURE ***

WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both, according to the law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the 'Process Transaction' button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction.

[Process Transaction]   I acknowledge and wish to PROCESS THIS TRANSACTION

[Cancel Transaction]   I do not acknowledge and wish to STOP this transaction.

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/selfservice/mybiz/webui/CivTrnElectronicSignPG&TypeCodeCo ▼

Live Search

File   Edit   View   Favorites   Tools   Help

Page ▼   Tools ▼

ICE MyBiz   ICE PAA V3   Home   Logout   Preferences

Self Service Training Confirmation Notice

Confirmation

Congratulations   Snuffy, Josephina   your training has been updated as of **03-Nov-2009 12:53:50 MST**.

1. Course Title	**Basic Supervisor Training**
2. Training Start Date	**02-Nov-2009**
3. Training End Date	**03-Nov-2009**
4. Training Duty Hours	**24**
5. Training Non Duty Hours	**0**
6. Training Sub Type	**Human Resources**
7. Training Source	**Government Internal (National Guard)**
8. Agency Type Code	**AR-NV-Supervisory Training**
9. Training Delivery Type	**Conference/workshop (Meeting, symposium)**
10. Acquisition School Source	
11. Priority Indicator	**Critical/Mandated**
11. Decision Source	**Identified by Supervisor/Management - New requirement**
12. Training Purpose Type	**New Work Assignment**
13. Training Travel Indicator	**No**
14. Tuition and Fees	
15. Books & Material Costs	
16. Travel	
17. Per Diem	
18. Course Number Code	
19. Training Accreditation Indicator	N/
20. Training Credit	
21. Training Credit Type	No
22. Training Designation Type	

To print this page for your records, click on the print butt

Print Confirmation

What do you want to do now?

Continue Updating Your Information
View Your My Biz Account

ICE MyBiz | ICE PAA V3 | Hom

Ta Da!
Please send your Certificate of completion to:
JFHQKS-HRO/HRDS
so your record can be "Verified"

Done

Trusted sites | Protected Mode: Off   100%

https://potter.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/selfservice/mybiz/webui/CivUpdTrainingConfirmPG&_ti=153652 ▼   Live Search

File   Edit   View   Favorites   Tools   Help

Oracle Self Service Human Resources: Update My...   🏠 ▼ 🔊 ▼ 🖨 ▼ 📄 Page ▼ 🛠 Tools ▼

Department of Defense

Home Logout Preferences

Update My Information

Back

Employee

Employee Name	Snuffy, Josephina
Work Email Address	Joesphina.X.Snuffy@us.army.mil

> And now you can go back in and see that the Self Service update has been accomplished.

| Profile | Handicap | Language | Ethnicity and Race | Emergency Contact | Education | **Training** |

This section displays/captures your training courses that have been satisfactorily completed, to include Professional Military Education (PME). Entries you add through My Biz are marked 'Self Certified'. Human Resources (HR) may request you provide documentation for verification purposes.

Training from Defense Acquisition University (DAU) and some other sources are systematically updated. Please wait at least **one month** after training completion before entering it to prevent duplication.

Tips:

Training entries can be 'Added' or 'Deleted'. To correct a Self Certified entry, delete and 'Add' the course data. **Training not marked as 'Self Certified' can only be updated by your training office.**

Continued Service Agreements or Service Obligations are recorded when an employee agrees to a service period(s) of time with an agency in return for the agency authorizing a training event(s). To view your training related Service Obligation/Continued Service Agreement; go to MyBiz, My Information, Personal Tab, Service Obligation.

Select the 'Add' button to add new training information.
To 'Delete' self certified training information, **first select the training entry** and then select the DELETE button.

Training Information

Select Object: Delete | Add   Previous 1-10 ▼ Next 10 ⊛

Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
○	▶Show	Self Certified	BASIC SUPERVISOR TRAINING	02-Nov-2009	03-Nov-2009
○	▶Show	Verified	PERFORMANCE MANAGEMENT AND PAA TRAIN THE TRAINER	15-Jun-2009	16-Jun-2009
○	▶Show	Verified	CLG 001 (DAU) DOD GOVERNMENT PURCHASE CARD	19-May-2009	19-May-2009
○	▶Show	Verified	US CONSTITUTION DAY	03-Sep-2008	03-Sep-2008
○	▶Show	Verified	ACCESS CARE CONVERSION	04-Jun-2008	04-Jun-2008
○	▶Show	Verified	NGRMFL-101 FISCAL	26-Feb-2008	28-Feb-2008
○	▶Show	Verified	ATRRS PORTAL TRAINING	19-Dec-2007	19-Dec-2007
○	▶Show	Verified	COMPUTER USERS SECURITY COURSE	11-Sep-2007	11-Sep-2007
○	▶Show	Verified	ARMY G3 COMPUTER SECURITY TRAINING	20-Aug-2007	20-Aug-2007
○	▶Show	Verified	THUMB DRIVE AWARENESS VITURAL TRAINING COURSE	20-Aug-2007	20-Aug-2007

> Viola!

Select Object: Delete | Add   Previous 1-10 ▼ Next 10 ⊛

⌖ TIP   To Print a Training Brief, select the button below

☐ Select Date Range and Sort Criteria

Done   Start   ✓ Trusted sites | Protected Mode: Off   🔍 100% ▼